TIR EXECUTIVE BOARD (TIRExB)
COMMISSION DE CONTROLE TIR (TIRExB)
ИСПОЛНИТЕЛЬНЫЙ СОВЕТ МДП (ИСМДП)

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ADMINISTRATIVE COMMITTEE FOR THE TIR CONVENTION, 1975

TIR Executive Board (TIRExB)
(Eighth session, 23-24 January 2001,
agenda item 5)

INSERTION OF AN IDENTIFICATION (ID) NUMBER OF THE HOLDER OF A TIR CARNET IN THE TIR CARNET AND USE OF THE TIR DATA BANK

Use of the TIR databank

Note by the TIR Secretary

1. In accordance with operative paragraph 3 of the Recommendation adopted by the TIR Administrative Committee on 20 October 2000, the TIR Secretary has been requested to elaborate adequate procedures and establish a mechanism for protected access to the TIR databank by competent authorities of Contracting Parties for approval by the Administrative Committee, following consideration by the TIRExB, at its autumn session in the year 2001 at the latest.

2. The TIR Secretary presents, for initial information by the TIRExB, a first outline of the procedures and mechanisms required for such a protected databank system. Many of the components of this system are either already available within the TIR and the UN/ECE secretariats or could be established during the year 2001 using to a large extent the extensive relevant hard- an software components available in UN/ECE and in the United Nations computing center.

3. The present paper describes briefly the data flow and the required soft- and hardware components of the project. It also outlines in the Annex the entry masks of the existing TIR Databank available in the TIR secretariat to illustrate its structure and data capturing and presentation facilities (the information in the Annex is indicative only; it will be finalized at a later stage and distributed to interested users).

4. The TIR Secretary proposes that the TIRExB devotes some time, possibly at its next session, to consider this subject in more detail in order to provide guidance to the TIR Secretary on further work.

5. Beside the technical solutions, already indicated in the present document, the TIRExB may wish to consider substantive issues linked to the use of the TIR databank, such as type of information to be released (white lists, etc.), authorised access, use of this information, timeliness of data, etc.

A. DATA FLOW

6. Transport operators will usually contact one of the national associations in order to obtain authorisation for the use of TIR Carnets. Once the competent authorities of the country have authorised the transport operators they have to transmit all necessary information as contained in the Model Authorization Form (MAF) to the TIR Secretariat in Geneva.

7. In addition of other information has also to be sent to the TIR Secretariat:

- Withdrawal of authorisation for a given period by the national Customs authorities (providing also a reason). The rehabilitation date can be fixed of left open.
- Exclusion for a given period by another country's Customs Authorities (Art. 38). This decision is valid only in the country where the exclusion has been effected. (There is an exception for the EU countries: when a member country excludes a TIR Carnet holder, he is excluded on the whole EU territory). The rehabilitation date can be fixed of left open.
- Customs authorities can withdraw a national transporter permanently from the TIR system. They should provide the reason.
- A transport operator may end his activity in the system. Reasons may be given.

All the above information transmitted to TIR secretariat is collected and stored and could be made available to authorised Customs authorities via secured internet connections.

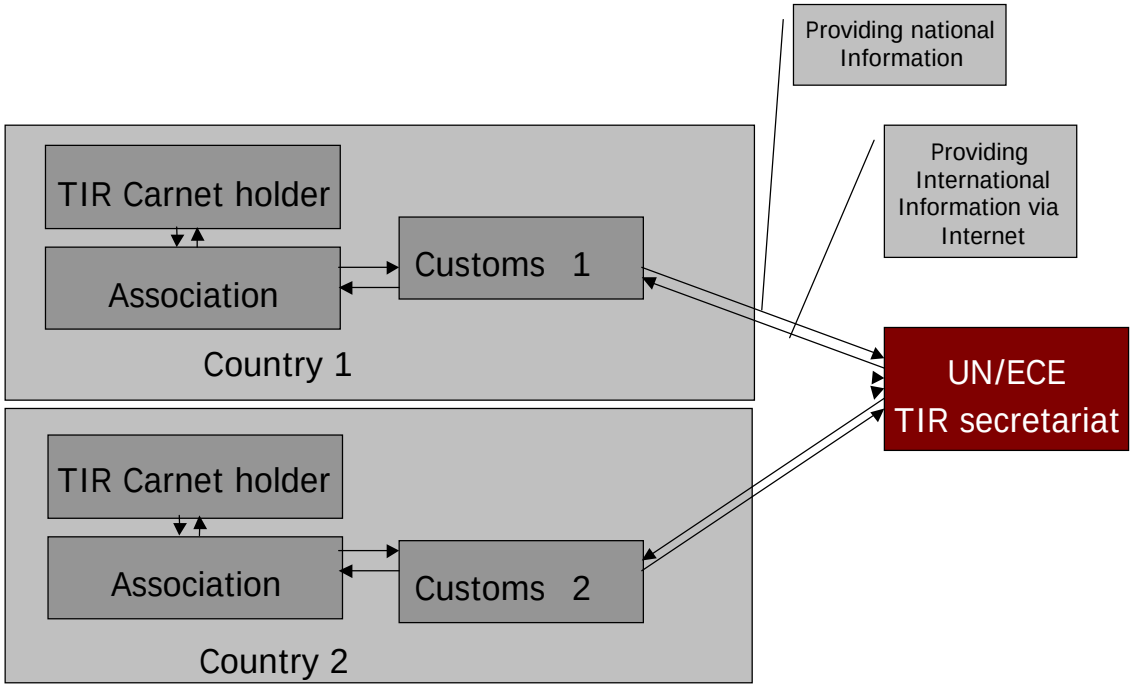


Figure 1 - Flow chart

9. The main function of the TIR database is to provide a comprehensive, consistent and timely information system of authorised TIR Carnet users. In addition historical data of once authorised TIR Carnet users are stored for verification purposes.

10. Information is stored on the following information groups:

- Transport operators
- National associations
- Customs authorities
- Countries

11. Other “groups” have to be created to make the application more user-friendly. Since every Customs authority may enter data in its own language, a list of the most common withdrawal reasons is provided in the 3 main languages used (English, French and Russian). It will then be easier to have *compatible* data between countries. Only the name of the transport operator will remain in the national language (in Latin characters) as well as the address information. Special care will be taken during the import process of external data to transform other character sets (i.e. Cyrillic) into Latin characters. Translation procedures therefore need to be developed in VBA (Visual Basic for Applications).
Also phone and fax numbers have to be standardised to the international format: + (country code) (area code) (phone number).

12. All the “groups” are linked together by structural relations (see Figure 2 - Data Conceptual Model).

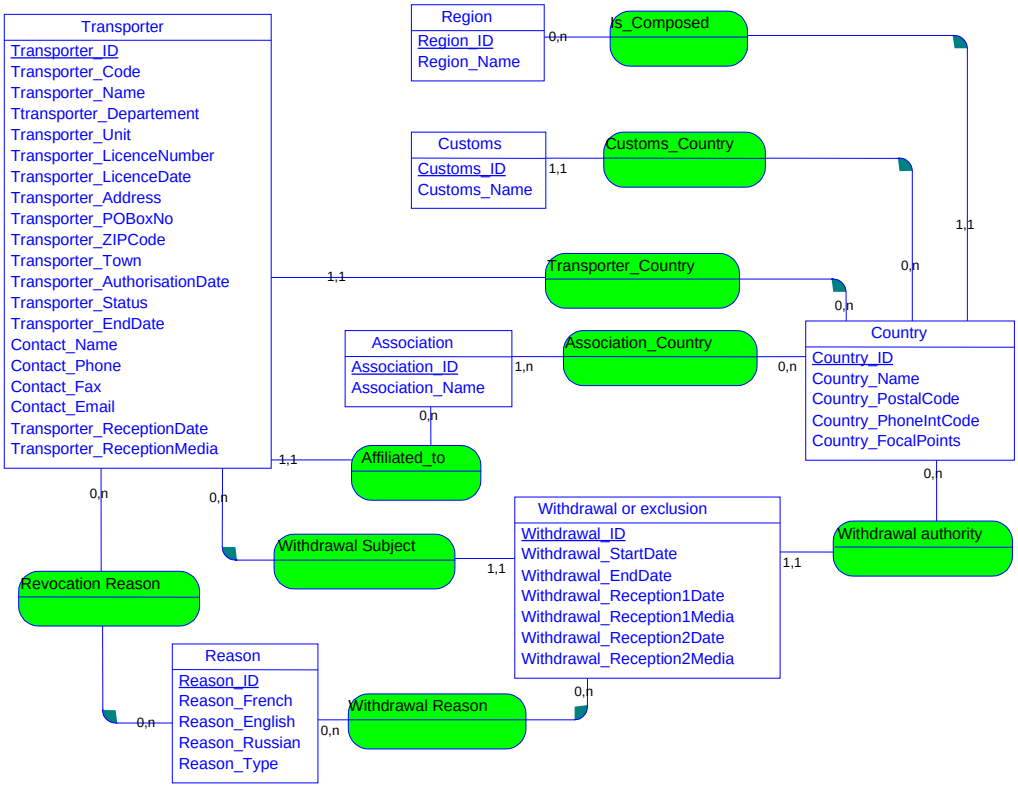


Figure 2 - Data Conceptual Model

B. HARDWARE / SOFTWARE

13. The solution chosen is a combination of various products:

- the ITDB (International TIR Data base) has been developed using VBA (Visual Basic for Applications) and Access 2000 as database,
- the secured web interface to the data will be developed using VBS (Visual Basic Script) and ASP (Active Server Page) on an SQL (Structured Queries Language) Server database.

The database structures will be similar in both databases, so that the synchronisation will be straightforward.

13. The ITDB will be stored into a stand-alone computer system in order to insure a complete data protection (TIRExB/REP/2000/7/Rev.1, para.19). The data authorized for consultation will be copied on an separate MS-SQL Server database that will allow the authorized Customs authorities to consult them on the UN/ECE Web site.

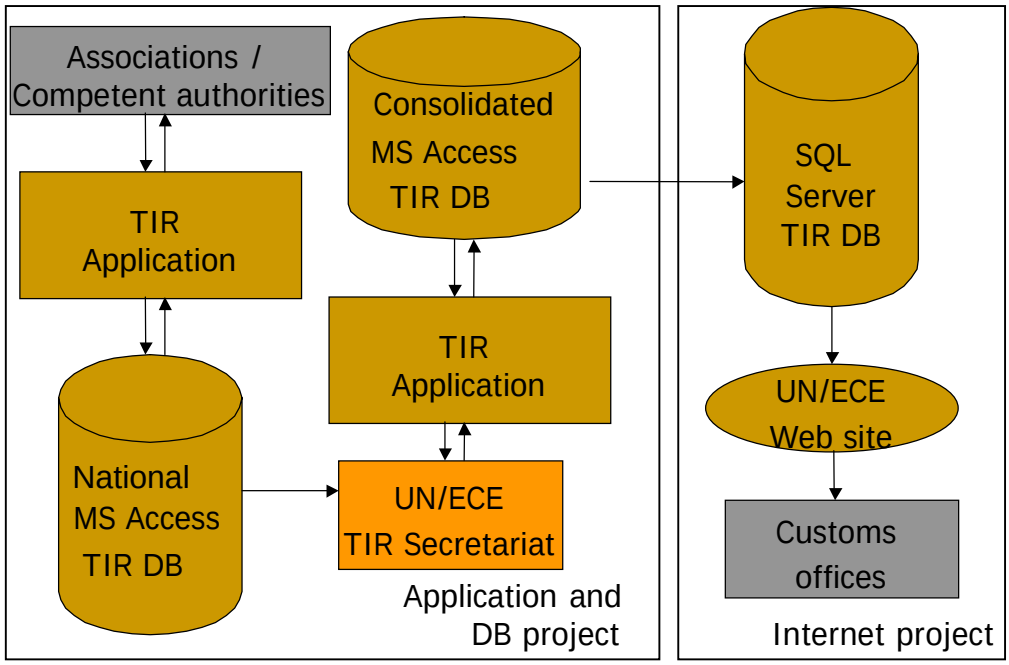


Figure 3 - Hardware / Software structure

Annex 1

DRAFT
International TIR Data Base (ITDB) 2000

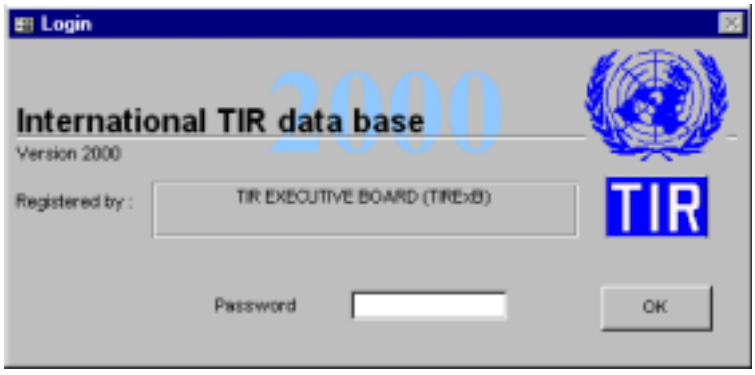
The following explanations are extracts from the user Manual of the ITDB 2000 administered by the TIR secretariat. The Data Entry Mask of the new version of the ITDB, available upon request for national associations and Customs authorities, is similar to the first version of the ITDB presented at the Istanbul meeting of the TIR Contact Group in 1998. Modifications have been made to the data structure in order to improve data integrity; to the Entry Forms to make them user-friendlier and to the programme to provide it with a security tool.

Registration and Login

The first time you will start the application this form will appear.
On this form you will be able to select the desired language for the application.
Then you will have to select your association in the list and input the serial number that the TIR secretariat has provided to you.
Than select the language that you want to use to input new data in the system. The available languages for input are French, English and Russian.
Finally you will have to select a password composed by a minimum of 6 alphanumerical characters.

> *Don't forget this password. If you do, you will have to reinstall the application and you will loose all your information.*

By clicking the Register button you will confirm your choices and start the application.
The next time you will start the application the following identification form will appear.



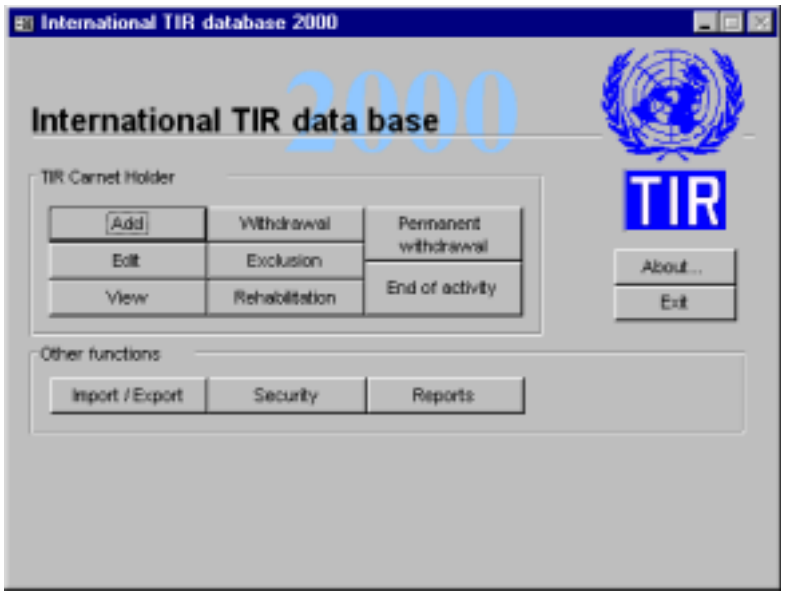
On this form you will have to input the password that you have selected on the registration form to be able to enter the application.
Once you have entered your password, click the OK button and enter the main Menu of the application.

Main Menu

From this central form you will navigate the whole application.

The main functions are related to the TIR Carnet holder management.
You can:

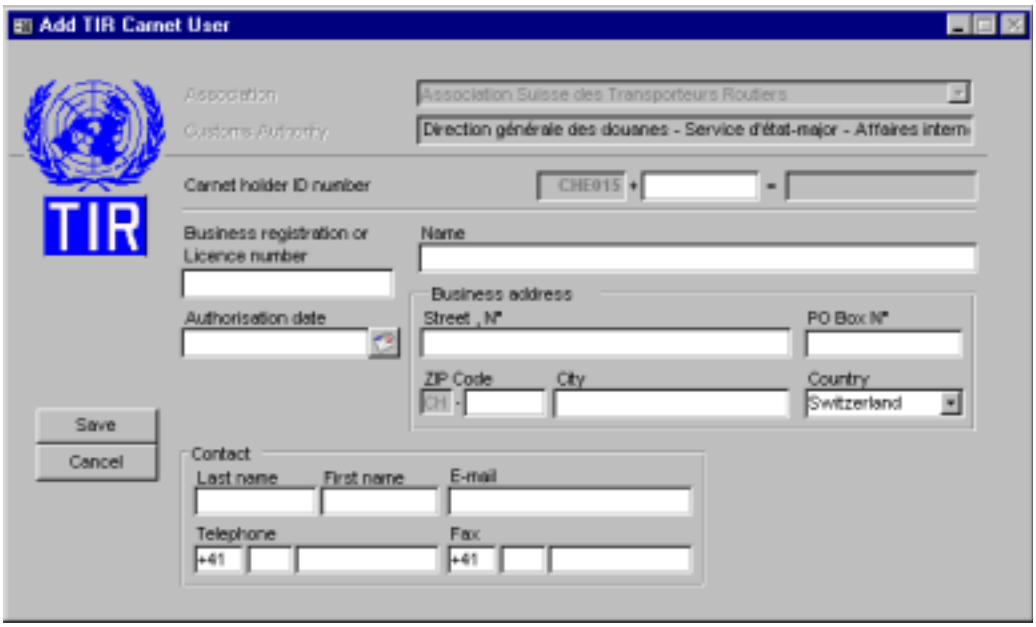
- Add
- Edit
- View
- Withdraw
- Rehabilitate
- Withdraw permanently
- Notify the end of activity



The other functions are the Import/Export facility, the security features, and the report manager.

To have a better idea of how these functions work, please read the following chapters that are dedicated to all these functionalities.

To add a TIR Carnet holder



This form is used to input new TIR Carnet holder. Many fields on this form are mandatory, but even if the others are not, please input as many data as possible. The mandatory fields are:

- Carnet holder ID number (must be unique)
- Name
- Authorisation date
- Business Address: Street, N°, City and Country
- Contact: last name, first name and at least one of the following: telephone, fax or e-mail.

The program creates the first part of the Carnet holder ID number combining the country code and the association code. The complete unique ID number will be automatically generated as soon as you type the last 10 digits. If you type less than 10 digits, the program will generate zeros before the number you typed to create a 10 digits string (i.e.: if you type 12345 the program will expand the string to 0000012345).

Telephone and fax are composed of 3 fields. The first one is filled in automatically filled in when the country is selected: it is the country phone code. The second field must contain the area code, and the last one the local phone number.

The postal code (ISO 2 country code) is also automatically inserted when the country is selected.

To input the authorisation date as well as other dates in the program, there are two choices. The first one is to type the date in one of the following formats according to your System configuration: dd/mm/yyyy or mm/dd/yyyy. The other solution is to use the button on the right of the date field. The date form will appear.

Use this form as a calendar. Once you have selected the appropriate day, click on the OK button to validate your choice.

When all information on the form is filled in, you can click the OK button to validate. This will open the Edit TIR Carnet holder form to allow modification to be made concerning the new User if necessary.

To edit a TIR Carnet holder

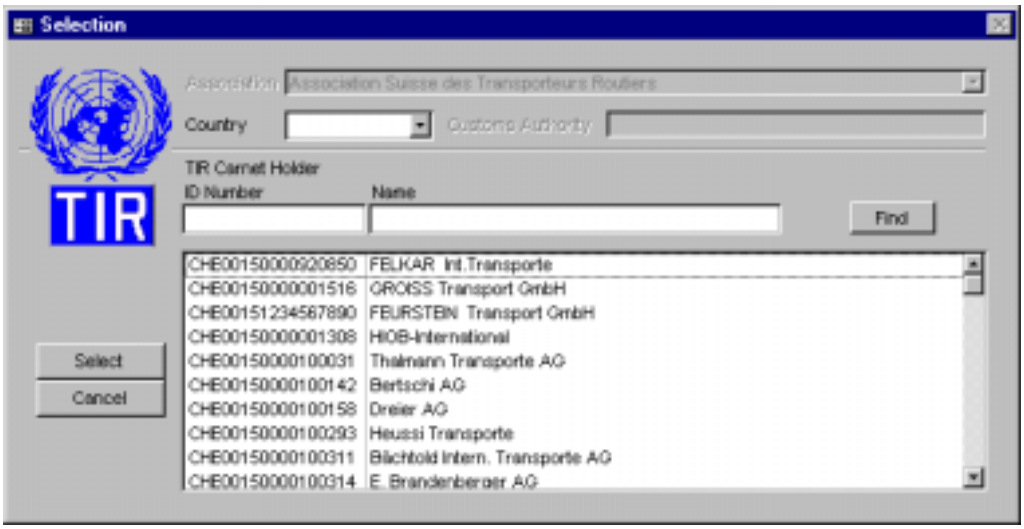
To access this form click on the Edit button on the main form. When you do so, you are asked to select the User that you want to edit. This selection is made via a selection form.

The validation rules on this form are similar to the ones on the Add form. There is some additional information relative to the activity of the edited user:

- First the general status of the TIR Carnet Holder is displayed. A click on the End of Activity option button will open the end of activity form.
- There is also a list of all withdrawals, exclusions and permanent withdrawals. By double clicking the type icon, you will open the item in an Edit form.

The Print button prints the authorization form for the TIR Carnet Holder.

Selection form



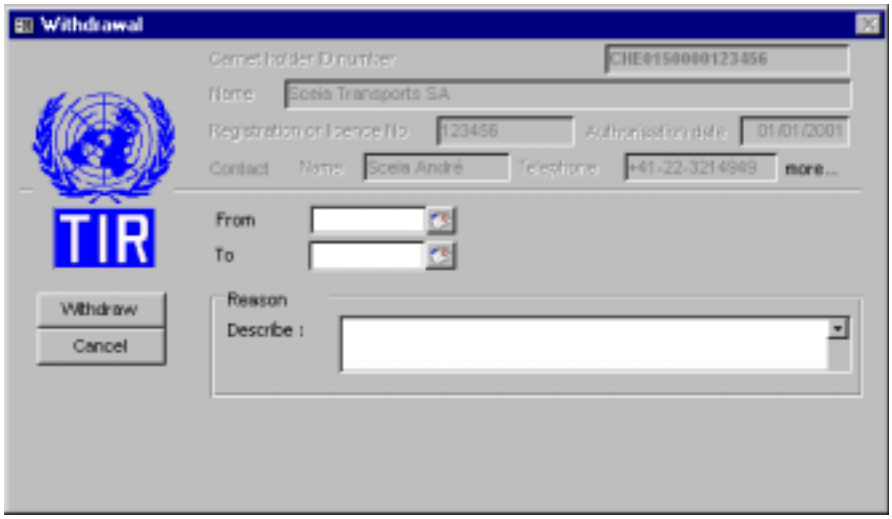
With the selection form your can filter the users list by typing either a part of the TIR Carnet holder code or a part of his name. Then, by clicking the Find button you will get a shorter list from which you will select a user.

To view TIR Carnet holder

The information available in the View form is the same as in the Edit form. The major difference is that no modification can be made to the data. This from is useful to avoid unwanted changes that could be made using the Edit form.

To withdraw a TIR Carnet holder

When clicking on the Withdraw button, first select a TIR Carnet holder using the Selection form. Once the user is selected, you will get the following form.



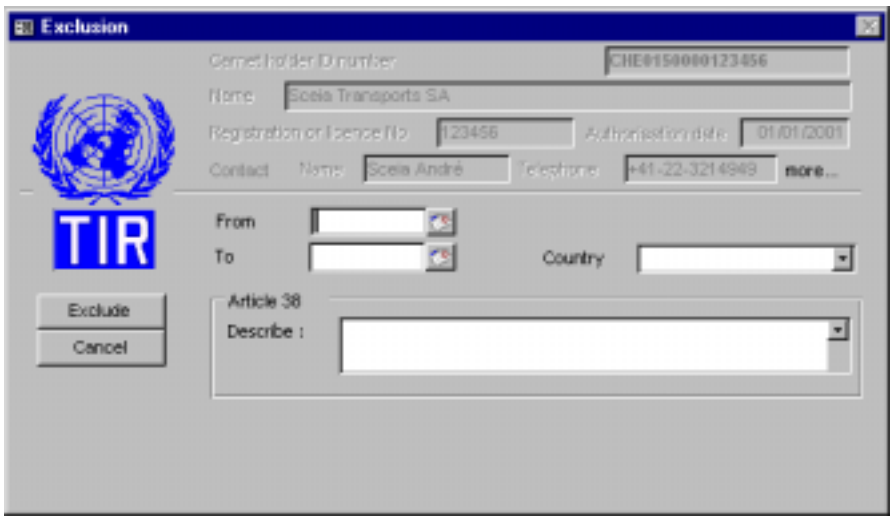
Two fields are mandatory on this form, the starting date and the reason. If the reason is unknown, please select (unknown) in the list. If the reason you need to specify is not in the list, type it and answer yes when the program asks you if you want to add the new reason. The reason you typed in will automatically appear in the list the next time that you will use it. Remember to type the reason in the language you have selected (French, English or Russian).

By clicking the button of the right of the date fields you will get a calendar that could help you.

The ending date can be entered of left blank when the duration of the withdrawal is unknown. To rehabilitate the TIR Carnet holder when the withdrawal will be cancelled use the rehabilitation form.

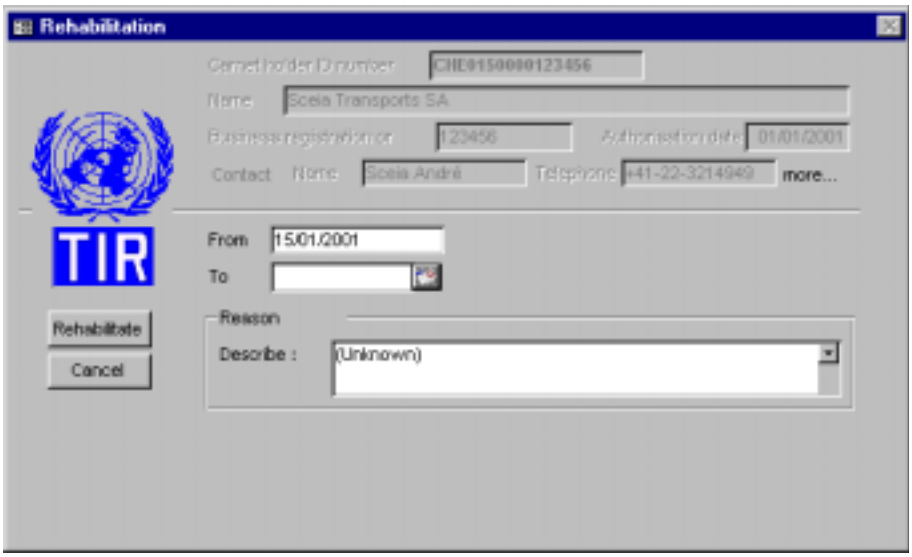
To exclude a TIR Carnet holder

This form is similar to the Withdraw form. The only difference is the country field that you need to input to specify from which country the TIR Carnet holder has been excluded.



To rehabilitate a TIR Carnet holder

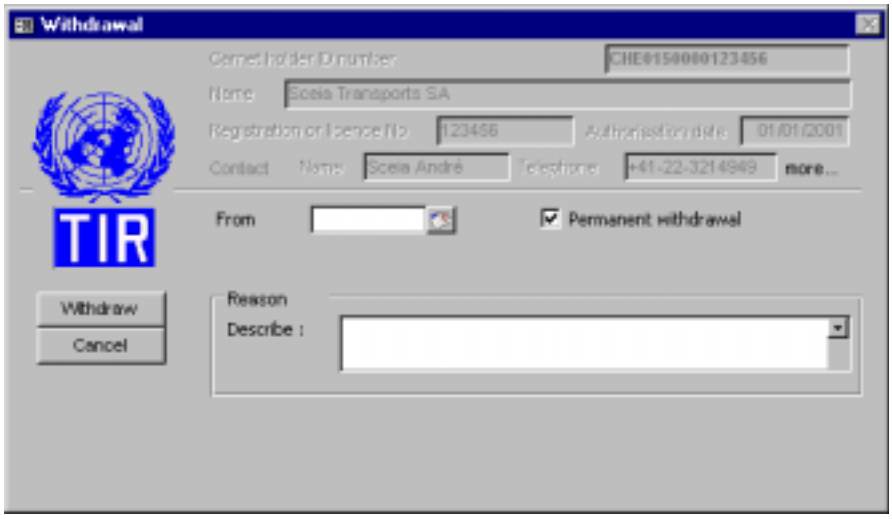
Once you have clicked on the Rehabilitate button you will get a special Selection form. The form only contains the TIR Carnet holder the are currently withdrawn or excluded for an unspecified duration divided in two distinct lists. You can switch between the lists by clicking the option buttons on the right of the form (*see picture*). By selecting one of TIR Carnet holder you will get the following form.



On this form you have to specify the ending date of the withdrawal and then click on the Rehabilitate button.

Permanent Withdrawal of a TIR Carnet holder

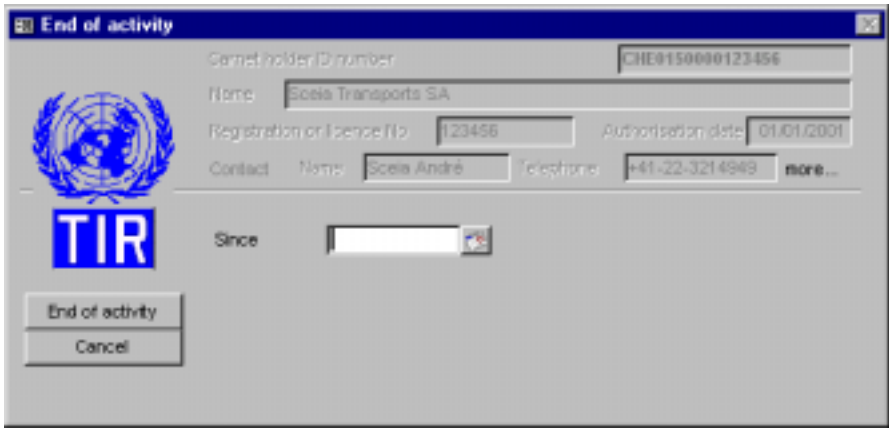
After the selection of the TIR Carnet holder with the standard selection form you will get the following form.



A TIR Carnet holder that is permanently withdrawn, cannot be rehabilitated. Once you will select the date from which the User is permanently withdrawn and clicked on the withdraw button, the *TIR Carnet holder will no longer be considered as an active User*. The only way to re-introduce the same User again is to recreate it with another TIR Carnet holder Code.

End of Activity of a TIR Carnet holder

When a TIR Carnet holder ends his activity, you have to report this status change to the database using the end of activity form. After having selected the concerned User with the Selection form, you will get the following form.



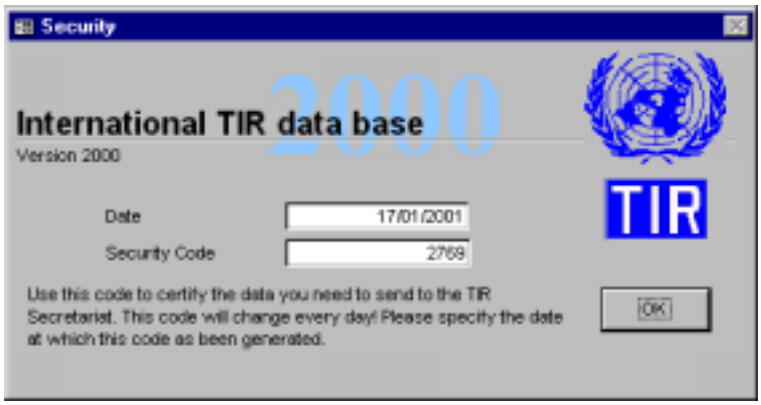
You just have to specify the right date and click the End of Activity button.

Security

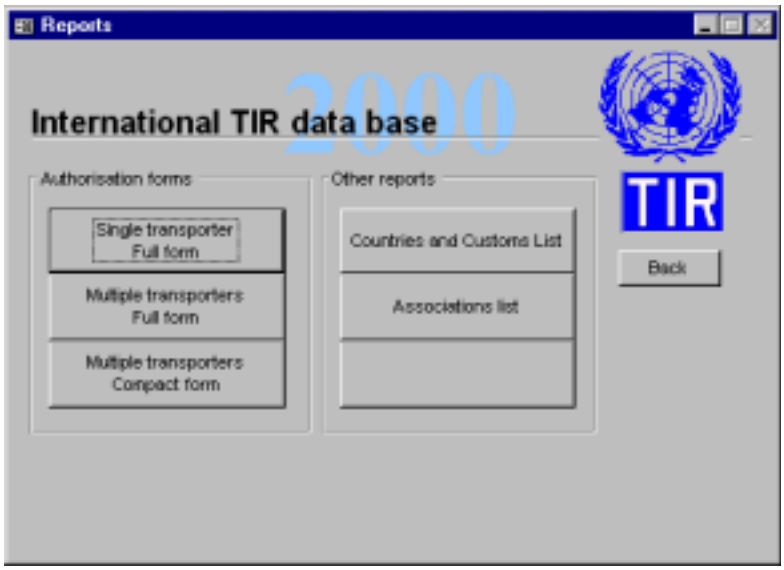
This new feature has been created to secure data transmission between the authorities responsible to provide the data on TIR Carnet holder to the TIR Secretariat.

The security code, generated by the program can be used for all type of transmission: mail, fax, e-mail or even telephone.

The security code will change every day. Thus you need to obtain a new code each time you send information to the TIR secretariat.


Security
International TIR data base
2000
Version 2000
TIR
Date
17/01/2001
Security Code
2769
Use this code to certify the data you need to send to the TIR Secretariat. This code will change every day! Please specify the date at which this code as been generated.
OK

Reports

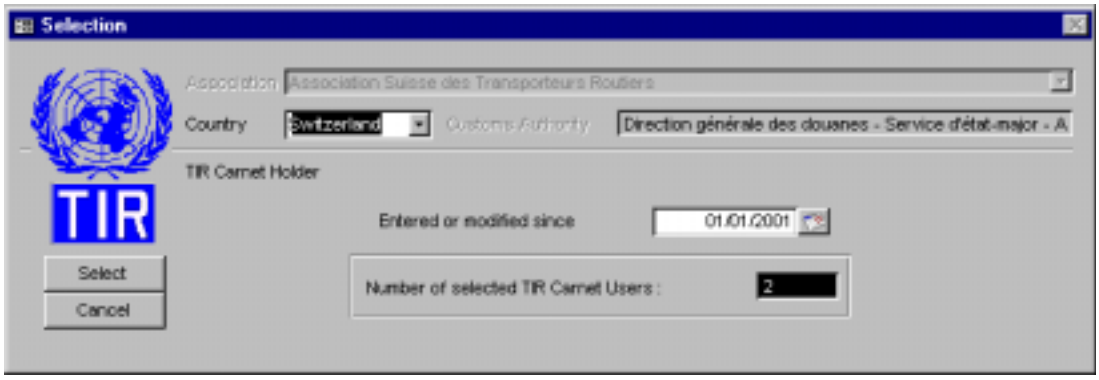


With this menu you can select the various reports available:

- Single transporter full form
- Multiple transporters full form
- Multiple transporters compact form
- Countries and Customs list
- Associations list

The first three reports are used to print the TIR Carnet holder Authorisation Forms, either for one user or for many users. In addition the reports can be in full or compact form. The full form prints all information in two pages and the compact form prints selected information that allows to print two users per page. When you ask a single user report, you will choose it with the usual selection form. The selection of users for a multiple transporter reports is made with a special form.

Multiple Selection form



This form allows you to filter the user list. The filtering fields are:

- The modification date
- The country (for associations responsible for more than one country)

In the box at the centre of the form you have the number of TIR Carnet holder that will be printed clicking on the Select button.